DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. C1/32
Page 1 of 2

Agency

Cecil County Government

Division/Unit
Water and Wastewater

Cec	on County Government	water and wastewater	
Item No.	Description	Retention	
	This series includes general water and wastewater records.		
	Changes in records format will not necessarily require revision of the retention schedule. However, should the scope or content of records series be altered, the schedule may be amended to reflect such changes.	`a	
	Each agency will use all or some of the following records which are governed by the indicated retention period:		
	RECORDS A. Plant Records a. Sludge Report b. Chain of Custody Report c. Lab Testing Report d. Monthly State Sheet Reports e. Drinking Water Reports f. Discharge Monitoring Reports g. Sludge Generator Reports h. Monthly Operator Reports i. Operator Daily Sheet Reports j. Water Quality Testing Reports	Scan original and verify image. Destroy hard copy and retain imaged copy for ten (10) years, then destroy.	
	B. Equipment Records	Retain hard copy for the life of equipment or until equipment is disposed of, then destroy hard copy.	
Schedule A	pproved by Department, Agency, Schedule Authorized by	State Archiviet	
or Division I	Representative.		
Date	Date <u>'l Worc</u>	h 2011	
Signature			
Typed Nam	e <u>Scott Mesneak</u> Signature Llun	el afgenfu	
Title <u>IT a</u>	& Records Retention Director		

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)

Schedule No. C1132

Page 2 of 2

Agency
Cecil County Government

Division/Unit
Water and Wastewater

Oech County Government		water and wastewater	
Item No.	Description	Retention	
2	Record Drawings	Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy until the play or system is replaced and the new records drawings are received, scanned, and image is verified, then destroy.	
3	Accounts Payable Invoices	Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for one (1) year, then destroy	
4	Correspondence A. Customer Complaints B. General Correspondence	Retain hard copy until scanned and image verified. Retain hard and imaged copy for three (3) years then transfer hard and image copy to archives.	
5	Personnel Records	Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for three (3) years after termination of employment then destroy.	
DGS 550)-1A		

INSTRUCTIONS – Type or print a separate form for each new/revised	RECORDS M	OF GENERAL SERVICES ANAGEMENT DIVISION	ELECTRONIC RECORDS INVENTORY		
electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04	7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		Page 1 of 16		
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT		
Cecil County Government	Water and W	astewater			
DEFINITION – Record Series - A group of rel and dispositio		d electronically and used as a	unit for reference as well as retention		
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR		
Accounts Payable Invoices					
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the u	use/s of information generated by system		
Paper		Electronic Document	- IBM Content Manager		
8 ELECTRONIC RECORD SERIES DESCR			n/documents/forms purpose and function of the system.		
Documentation of services referred to department towards operations.		•	`		
9 POLICY ON ACCESS AND USE - Expla	in or attach copy	if established in writing.			
Administration, Department Heads, with the "need to know" will have (rea			cess. Managers and employees		
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	R REVISING INFORMATION	ON IN THE SYSTEM		
Updates are not allowed on the origin replaced.	al document;	if updates are needed	, the document needs to be		
11 SPECIFY THE LOCATION AND MEDIA of ensure the record's retention and usability	OF THE MAIN E	LECTRONIC DATA FILE. record's authorized life cyc	Explain the progression established to ble.		
Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.					
12. RECOMMENDED RETENTION	<u> </u>				
Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy until for one (1) year, then destroy					
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE NUMBER		15 DATE		
Scott Mesneak	410-996-5205		9/10/2010		
16 TITLE OF PREPARER					
IT & Records Retention	Director				
DGS 550-6					

INSTRUCTIONS – Type or print a separate form for each new/revised	RECORDS	OF GENERAL SERVICES ANAGEMENT DIVISION	ELECTRONIC RECORDS INVENTORY		
electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04	Jessup	oo Road, P.O. Box 275 o, Maryland 20794 10) 799-1930	Page <u>1</u> of <u>16</u>		
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT		
Cecil County Government	Water and W	astewater			
DEFINITION - Record Series - A group of rel and disposition	ated records store on purposes	d electronically and used as a	unit for reference as well as retention		
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR		
Chain of Custody Report (Plant Reco	rds)				
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the t	use/s of information generated by system		
Paper	·	Electronic Document	- IBM Content Manager		
8 ELEÇTRONIC RECORD SERIES DESCR		ly describe the information ained in a series. Include p	n/documents/forms purpose and function of the system.		
Any plant document incoming/outgoir services or projects that are maintain State, and Federal Regulations.	ng that implemed by the Wat	nents, interprets, modifier and Wastewater pla	fies, or redefines programs.		
9 POLICY ON ACCESS AND USE - Explain	in or attach copy	if established in writing.			
Administration, Department Heads, w with the "need to know" will have (rea	vill have (delet id), (print) and	e) (print) and (hold) ac (hold) access.	cess. Managers and employees		
10. UPDATING CYCLES OR CONDITIONS A					
Updates are not allowed on the origin replaced.	al document;	if updates are needed	, the document needs to be		
11 SPECIFY THE LOCATION AND MEDIA C ensure the record's retention and usability	OF THE MAIN E	LECTRONIC DATA FILE.	Explain the progression established to		
Cecil County Government Administration		record's authorized life-cyc	sie.		
Record is available until the disposal date, and then record is purged.					
12 RECOMMENDED RETENTION	<u> </u>				
Scan original and verify image. Destroy hard copy and retain imaged copy for ten (10) years, then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO	NE NUMBER	15 DATE		
Scott Mesneak					
16 TITLE OF PREPARER					
IT & Records Retention I	Director				
DGS 550-6					

INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with	RECORDS M	OF GENERAL SERVICES ANAGEMENT DIVISION	ELECTRONIC RECORDS INVENTORY				
Records Retention Schedule (DGS 550-1) COMAR 14.18.04	Jessup	oo Road, P.O. Box 275 o, Maryland 20794 10) 799-1930	Page <u>3</u> of <u>16</u>				
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT				
Cecil County Government	Water and W	astewater					
DEFINITION - Record Series - A group of rel and disposition	ated records store n purposes	d electronically and used as a	unit for reference as well as retention				
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR				
Customer Complaints							
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the u	use/s of information generated by system				
Paper		Electronic Document	- IBM Content Manager				
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information ained in a series. Include	/documents/forms ourpose and function of the system.				
Documentation regarding customer of Wastewater department at private/put	blic locations	that is being provided	le by/to the Water and utility services, from the county.				
9 POLICY ON ACCESS AND USE - Explai	in or attach copy	if established in writing.					
Administration, Department Heads, w with the "need to know" will have (rea	d), (print) and	(hold) access.					
10 UPDATING CYCLES OR CONDITIONS A	AND RULES FO	R REVISING INFORMATION	ON IN THE SYSTEM				
Updates are not allowed on the origin replaced.	al document;	if updates are needed	, the document needs to be				
11 SPECIFY THE LOCATION AND MEDIA C	OF THE MAIN E	LECTRONIC DATA FILE	Explain the progression established to				
ensure the record's retention and usability	_	record's authorized life cyc	de:				
Record is available until the disposal	Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.						
12 RECOMMENDED RETENTION							
Retain hard copy until scanned and image verified. Retain hard and imaged copy for three (3) years then transfer hard and image copy to archives.							
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO	NE NUMBER	15 DATE				
Scott Mesneak	eak 410-996-5205 9/10/2010						
16 TITLE OF PREPARER			And the state of t				
IT & Records Retention I	Director						
DGS 550-6							

INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with	RECORDS M	OF GENERAL SERVICES ANAGEMENT DIVISION	ELECTRONIC RECORDS INVENTORY				
Records Retention Schedule (DGS 550-1) COMAR 14.18.04	7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		Page <u>4</u> of <u>16</u>				
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT				
Cecil County Government	Water and W	/astewater	•				
DEFINITION - Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes							
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR				
Discharge Monitoring Report (Plant R	Records)						
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the u	ise/s of information generated by system				
Paper		Electronic Document	- IBM Content Manager				
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information ained in a series. Include i	/documents/forms ourpose and function of the system.				
Any plant document incoming/outgoir services, or projects that are maintain State, and Federal regulations.	ng that implem led by the Wa	nents, interprets, modit ter and Wastewater pl	ies, or redefines programs.				
9 POLICY ON ACCESS AND USE - Explai		_					
Administration, Department Heads, w with the "need to know" will have (rea	ill have (delet d), (print) and	e) (print) and (hold) ac l (hold) access.	cess. Managers and employees				
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	R REVISING INFORMATION	ON IN THE SYSTEM				
Updates are not allowed on the original document; if updates are needed, the document needs to be replaced.							
11 SPECIFY THE LOCATION AND MEDIA (ensure the record's retention and usability	OF THE MAIN E	LECTRONIC DATA FILE.	Explain the progression established to				
ensure the record's retention and usability throughout the record's authorized life cycle: Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.							
12 RECOMMENDED RETENTION							
Scan original and verify image. Destroy hard copy and retain imaged copy for ten (10) years, then destroy.							
13 TYPED OR PRINTED NAME OF	14 TELEPHO		15 DATE				
PREPARER Scott Mesneak	410)-996-5205	9/10/2010				
16 TITLE OF PREPARER							
IT & Records Retention I	Director						
DGS 550-6							

INSTRUCTIONS – Type or print a separate form for each newfrevised electronic record series. Forward with	RECORDS N	OF GENERAL SERVICES ANAGEMENT DIVISION OO ROAD, P.O. Box 275	ELECTRONIC RECORDS INVENTORY		
Records Retention Schedule (DGS 550-1) COMAR 14.18.04	Jessup, Maryland 20794 (410) 799-1930		Page <u>5</u> of <u>16</u>		
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT		
Cecil County Government	Water:and W	astewater			
DEFINITION - Record Series - A group of rel and disposition	ated records store	d electronically and used as a	unit for reference as well as retention		
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR		
Drinking Water Reports					
6 INPUT - Identify source of information to	be entered	7' OUTPUT - Identify the u	ise/s of information generated by system		
Paper		Electronic Document	- IBM Content Manager		
8 ELECTRONIC RECORD SERIES DESCR		ly describe the information ained in a series. Include p	/documents/forms purpose and function of the system.		
Any plant document incoming/outgoir services or projects that are maintain State, and Federal Regulations.	ed by the Wat	er and Wastewater pla	ies, or redefines programs, ant operators regarding County,		
9 POLICY ON ACCESS AND USE - Expla		<u>-</u> ,			
Administration, Department Heads, w with the "need to know" will have (rea	vill have (delet id), (print) and	e) (print) and (hold) ac (hold) access.	cess. Managers and employees		
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	R REVISING INFORMATION	ON IN THE SYSTEM		
Updates are not allowed on the origin replaced.	al document;	if updates are needed	, the document needs to be		
11 SPECIFY THE LOCATION AND MEDIA (OF THE MAIN E	LECTRONIC DATA FILE	Explain the progression established to		
ensure the record's retention and usability throughout the record's authorized life cycle. Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.					
12 RECOMMENDED RETENTION					
Scan original and verify image. Destroy hard copy and retain imaged copy for ten (10) years, then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO	NE NUMBER	15 DATE		
Scott Mesneak	410	996-5205	9/10/2010		
16 TITLE:OF PREPARER	,				
IT & Records Retention Director					
DGS 550-6					

INSTRUCTIONS – Type or print a separate form for each new/revised	RECORDS M	OF GENERAL SERVICES ANAGEMENT DIVISION	ELECTRONIC RECORDS INVENTORY			
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1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT			
Cecil County Government	Water and W	astewater				
DEFINITION - Record Series - A group of rel and dispositio		d electronically and used as a	unit for reference as well as retention			
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR			
Equipment Records			1950 _{TO} 2010			
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the u	use/s of information generated by system			
Paper		Electronic Document	- IBM Content Manager			
8 ELECTRONIC RECORD SERIES DESCR		ly describe the information ained in a series. Include	n/documents/forms purpose and function of the system.			
Manufacturer's Literature, O&M Manu Water and Wastewater department a		orders related to equip	oment used in operation of the			
9 POLICY ON ACCESS AND USE - Explai	in or attach copy	if established in writing.				
Administration, Department Heads, w with the "need to know" will have (rea			cess. Managers and employees			
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	R REVISING INFORMATION	ON IN THE SYSTEM			
Updates are not allowed on the origin replaced.	al document;	if updates are needed	, the document needs to be			
11 SPECIFY THE LOCATION AND MEDIA of ensure the record's retention and usability	OF THE MAIN E	LECTRONIC DATA FILE. record's authorized life cyc	Explain the progression established to ble.			
Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.						
12. RECOMMENDED RETENTION	12. RECOMMENDED RETENTION					
Retain hard copy until scanned and image verified. Retain image for the life of equipment or until equipment is disposed of, then destroy image and hard copy.						
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE NUMBER		15 DATE			
Scott Mesneak	410)-996-5205	9/10/2010			
16 TITLE OF PREPARER	· · · · · · · · · · · · · · · · · · ·					
IT & Records Retention	Director					
DGS 550-6						

INSTRUCTIONS – Type or print a separate form for each new/revised	RECORDS M	OF GENERAL SERVICES ANAGEMENT DIVISION	ELECTRONIC RECORDS INVENTORY			
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1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT			
Cecil County Government	Water and W	astewater				
DEFINITION - Record Series - A group of rel and disposition	ated records store	d electronically and used as a	unit for reference as well as retention			
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR:			
General Correspondence						
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the	use/s of information generated by system			
Paper		Electronic Document	- IBM Content Manager			
8 ELECTRONIC RECORD SERIES DESCR		ly describe the information	n/documents/forms purpose and function of the system.			
Any letter that is incoming/outgoing the or projects that the County regulates	nat implement	·	•			
9 POLICY ON ACCESS AND USE - Expla	in or attach copy	if established in writing.				
Administration, Department Heads, w with the "need to know" will have (rea	rill have (delet d), (print) and	e) (print) and (hold) ac (hold) access.	ccess. Managers and employees			
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	R REVISING INFORMATION	ON IN THE SYSTEM			
Updates are not allowed on the origin replaced.	al document;	if updates are needed	, the document needs to be			
11 SPECIFY THE LOCATION AND MEDIA (ensure the record's retention and usability	OF THE MAIN E	LECTRONIC DATA FILE.	Explain the progression established to			
Cecil County Government Administra		redora a admonized life cyc	ore.			
Record is available until the disposal date, and then record is purged.						
12 RECOMMENDED RETENTION						
Retain hard copy until scanned and image verified. Retain hard and imaged copy for three (3) years then transfer hard and image copy to archives.						
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE NUMBER		15 DATE			
Scott Mesneak	410	996-5205	9/10/2010			
16 TITLE OF PREPARER						
IT & Records Retention I	Director					
DGS 550-6						

INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with	RECORDS M	OF GENERAL SERVICES	ELECTRONIC RECORDS INVENTORY				
Records Retention Schedule (DGS 550-1) COMAR 14.18.04	Jessup	loo Road, P.O. Box 275 o, Maryland 20794 (10) 799-1930	Page <u>8</u> of <u>16</u>				
1 DEPARTMENT/AGENCY	2 DIVISION	·	3 UNIT				
Cecil County Government	Water:and W	/astewater					
DEFINITION - Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes							
4 ELECTRONIC RECORD SERIES TITLE 5 EARLIEST YEAR/LATEST YEAR							
Lab Testing Report							
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the L	use/s of information generated by system				
Paper		Electronic Document	- IBM Content Manager				
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information ained in a series. Include	l/documents/forms purpose and function of the system.				
Any plant document incoming/outgoir services or projects that are maintain State, and Federal Regulations.	ng that implemed by the Wat	nents, interprets, modifier and Wastewater pla	fies, or redefines programs,				
9 POLICY ON ACCESS AND USE - Explain	in or attach copy	if established in writing.	7				
with the "need to know" will have (rea	Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.						
10 UPDATING CYCLES OR CONDITIONS							
Updates are not allowed on the original document; if updates are needed, the document needs to be replaced.							
11 SPECIFY THE LOCATION AND MEDIA (ensure the record's retention and usability	OF THE MAIN E	LECTRONIC DATA FILE.	Explain the progression established to				
Cecil County Government Administra		record's authorized life cyc	de:				
Record is available until the disposal date, and then record is purged.							
12 RECOMMENDED RETENTION							
Scan original and verify image. Destroy hard copy and retain imaged copy for ten (10) years, then destroy.							
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO	·	15 DATE				
Scott Mesneak	410	996-5205	9/10/2010				
16 TITLE OF PREPARER		i i					
IT & Records Retention I	Director		•				
DGS 550-6							

INSTRUCTIONS – Type or print a separate form for each new/revised	RECORDS M	OF GENERAL SERVICES ANAGEMENT DIVISION	ELECTRONIC RECORDS INVENTORY				
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1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT				
Cecil County Government	Water and W	astewater					
DEFINITION - Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes							
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR				
Monthly Operator Reports (Plant Rec	ords)						
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the	se/s of information generated by system				
Paper		Electronic Document	- IBM Content Manager				
8 ELECTRONIC RECORD SERIES DESCR		ly describe the information ained in a series. Include i	/documents/forms ourpose and function of the system.				
Any plant document incoming/outgoir services or projects that are maintain State, and Federal Regulations.	ng that implemed by the Wat	nents, interprets, modif er and Wastewater pla	ies, or redefines programs,				
9 POLICY ON ACCESS AND USE - Explain	in or attach copy	if established in writing.					
Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.							
10 UPDATING CYCLES OR CONDITIONS							
Updates are not allowed on the origin replaced.	al document;	if updates are needed	, the document needs to be				
11 SPECIFY THE LOCATION AND MEDIA (ensure the record's retention and usability	OF THE MAIN E throughout the	LECTRONIC DATA FILE. record's authorized life cyc	Explain the progression established to le.				
Cecil County Government Administra	tion Building	·					
Record is available until the disposal	date, and the	record is purged.					
12 RECOMMENDED RETENTION							
Scan original and verify image. Destroy hard copy and retain imaged copy for ten (10) years, then destroy.							
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE NUMBER		15 DATE				
Scott Mesneak	410	996-5205	9/10/2010				
16 TITLE OF PREPARER							
IT & Records Retention I	Director		<u> </u>				
DGS 550-6							

INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with	RECORDS M	OF GENERAL SERVICES ANAGEMENT DIVISION	ELECTRONIC RECORDS INVENTORY		
Records Retention Schedule (DGS 550-1) COMAR 14.18.04	Jessup	loo Road, P.O. Box 275 o, Maryland 20794 10) 799-1930	Page <u>10</u> of <u>16</u>		
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT		
Cecil County Government	Water and W	astewater			
DEFINITION - Record Series - A group of rel and dispositio	ated records store n purposes	d electronically and used as a	unit for reference as well as retention		
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR		
Monthly State Sheet Reports (Plant R	Records)				
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the u	use/s of information generated by system		
Paper		Electronic Document	- IBM Content Manager		
8 ELECTRONIC RECORD SERIES DESCR		t fly describe the information ained in a series Include	/documents/forms purpose and function of the system.		
Any plant document incoming/outgoir services or projects that are maintain State, and Federal Regulations.	ng that implent ed by the Wat	nents, interprets, modifier and Wastewater pla	fies, or redefines programs,		
9 POLICY ON ACCESS AND USE - Explain	in or attach copy	if established in writing.			
Administration, Department Heads, w with the "need to know" will have (rea	ill have (delet d), (print) and	e) (print) and (hold) ac l (hold) access.	cess. Managers and employees		
10 UPDATING CYCLES OR CONDITIONS					
Updates are not allowed on the origin replaced.	al document;	if updates are needed	, the document needs to be		
11 SPECIFY THE LOCATION AND MEDIA (ensure the record's retention and usability	OF THE MAIN E	LECTRONIC DATA FILE.	Explain the progression established to		
Cecil County Government Administra		record's authorized life cyc	ae:		
Record is available until the disposal date, and then record is purged.					
12 RECOMMENDED RETENTION					
Scan original and verify image. Destroy hard copy and retain imaged copy for ten (10) years, then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO		15 DATE		
Scott Mesneak	410)-996-5205	9/10/2010		
16 TITLE OF PREPARER					
IT & Records Retention I	Director		·		
DGS 550-6					

INSTRUCTIONS – Type or print a separate form for each new/revised	RECORDS M	OF GENERAL SERVICES ANAGEMENT DIVISION	ELECTRONIC RECORDS INVENTORY			
electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04	7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		Page 1/ of 16			
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT			
Cecil County Government	Water and W	astewater				
DEFINITION - Record Series - A group of rel and disposition	DEFINITION - Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE 5 EARLIEST YEAR/LATEST YEAR						
Operator Daily Sheet Reports (Plant Records)						
6 INPUT - Identify source of information to be entered 7' OUTPUT - Identify the			use/s of information generated by system			
Paper		Electronic Document	- IBM Content Manager			
8 ELECTRONIC RECORD SERIES DESCR		ly describe the information ained in a series. Include	/documents/forms ourpose and function of the system.			
Any plant document incoming/outgoing that implements, interprets, modifies, or redefines programs, services or projects that are maintained by the Water and Wastewater plant operators regarding County, State, and Federal Regulations.						
9 POLICY ON ACCESS AND USE — Explain or attach copy if established in writing. Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.						
·						
10 UPDATING CYCLES OR CONDITIONS						
Updates are not allowed on the original document; if updates are needed, the document needs to be replaced.						
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle:						
Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.						
12 RECOMMENDED RETENTION						
Scan original and verify image. Destroy hard copy and retain imaged copy for ten (10) years, then destroy.						
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE NUMBER		15 DATE			
Scott Mesneak	410-996-5205		9/10/2010			
16 TITLE:OF PREPARER						
IT & Records Retention Director						
DGS 550-6						

INSTRUCTIONS – Type or print a separate form for each new/revised	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION		ELECTRONIC RECORDS INVENTORY		
electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04	7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		Page 12 of 16		
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT		
Cecil County Government	Water and W	astewater			
DEFINITION — Record Series - A group of rel and dispositio	DEFINITION — Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes				
4 ELECTRONIC RECORD SERIES TITLE 5 EARLIEST YEAR/LATEST YEAR					
Personnel Records					
6 INPUT - Identify source of information to be entered 7 OUTPUT - Identify the			use/s of information generated by system		
Paper Electronic Document			- IBM Content Manager		
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information ained in a series. Include:			
contained in a series. Include purpose and function of the system. Personnel records contain information regarding an employee that is needed to conduct business. May include performance reviews, disciplinary actions, and job descriptions.					
9 POLICY ON ACCESS AND USE - Expla	in or attach copy	if established in writing.			
Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.					
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	R REVISING INFORMATION	ON IN THE SYSTEM		
Updates are not allowed on the original document; if updates are needed, the document needs to be replaced.					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to					
ensure the record's retention and usability throughout the record's authorized life cycle.					
Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.					
12 RECOMMENDED RETENTION					
Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for three (3) years after termination of employment then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE NUMBER		15 DATE		
Scott Mesneak	410-996-5205		9/10/2010		
16 TITLE OF PREPARER					
IT & Records Retention Director					
DGS 550-6					

INSTRUCTIONS – Type or print a separate form for each new/revised	RECORDS M	OF GENERAL SERVICES ANAGEMENT DIVISION	ELECTRONIC RECORDS INVENTORY	
electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04	7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		Page <u>13</u> of <u>16</u>	
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT	
Cecil County Government	Water and W	astewater		
DEFINITION - Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes				
4 ELECTRONIC RECORD SERIES TITLE 5 EARLIEST YEAR/LATEST YEAR				
Record Drawings			1950 _{TO} 2010	
6 INPUT - Identify source of information to be entered 7 OUTPUT - Identify the			use/s of information generated by system	
Paper Electronic Document - IBM			- IBM Content Manager	
8 ELECTRONIC RECORD SERIES DESCR	8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.			
Drawings associated with treatment plants, collection systems and distribution systems that are maintained or owned by Cecil County Government				
9 POLICY ON ACCESS AND USE - Expla	in or attach copy	if established in writing.		
Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.				
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	R REVISING INFORMATION	ON IN THE SYSTEM	
Updates are not allowed on the original document; if updates are needed, the document needs to be replaced.				
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle.				
Cecil County Government Administration Building				
Record is available until the disposal date, and then record is purged.				
12 RECOMMENDED RETENTION				
Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy until the play or system is replaced and the new records drawings are received, scanned, and image is verified, then destroy.				
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE NUMBER		15 DAȚE	
Scott Mesneak	410-996-5205		9/10/2010	
16 TITLE OF PREPARER				
IT & Records Retention Director				
DGS 550-6				

INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with	RECORDS N	OF GENERAL SERVICES ANAGEMENT DIVISION	ELECTRONIC RECORDS INVENTORY		
Records Retention Schedule (DGS 550-1) COMAR 14.18.04	7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		Page <u>14</u> of <u>16</u>		
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT		
Cecil County Government	Water and W	/astewater			
DEFINITION - Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE					
Sludge Generator Report					
6 INPUT - Identify source of information to be entered 7 OUTPUT - Identify the use/s of information generated by system					
Paper Electronic Document - IBM Content Manager					
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information ained in a series. Include t			
contained in a series. Include purpose and function of the system. Any plant document incoming/outgoing that implements, interprets, modifies, or redefines programs, services or projects that are maintained by the Water and Wastewater plant operators regarding County, State, and Federal Regulations.					
9 POLICY ON ACCESS AND USE - Explai		<u>-</u> ,			
Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM					
Updates are not allowed on the original document; if updates are needed, the document needs to be replaced.					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle:					
Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.					
12 RECOMMENDED RETENTION					
Scan original and verify image. Destroy hard copy and retain imaged copy for ten (10) years, then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO	NE NUMBER	15 DATE		
Scott Mesneak	410-996-5205 9/10/2010				
16 TITLE OF PREPARER					
IT & Records Retention Director					
DGS 550-6					

INSTRUCTIONS - Type or print a separate form for each new/revised electronic record series. Forward with	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY	
Records Retention Schedule (DGS 550-1) COMAR 14.18.04			Page <u>15</u> of <u>16</u>	
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT	
Cecil County Government	Water and Wastewater			
DEFINITION - Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes				
4 ELECTRONIC RECORD SERIES TITLE	5 EARLIEST YEAR/LATEST YEAR			
Sludge Report (Plant Records)				
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the	use/s of information generated by system	
Paper Electronic Documen			t - IBM Content Manager	
8 ELECTRONIC RECORD SERIES DESCR		l fly describe the information		
contained in a series. Include purpose and function of the system. Any plant document incoming/outgoing that implements, interprets, modifies, or redefines programs, services or projects that are maintained by the Water and Wastewater plant operators regarding County, State, and Federal Regulations.				
9 POLICY ON ACCESS AND USE - Expla		- ,	-	
Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.				
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	R REVISING INFORMATI	ON IN THE SYSTEM	
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11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to				
ensure the record's retention and usability throughout the record's authorized life cycle: Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.				
The standard digitalia diopopulatio, and then record is purged.				
12 RECOMMENDED RETENTION				
Scan original and verify image. Destroy hard copy and retain imaged copy for ten (10) years, then destroy.				
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE NUMBER		15 DATE	
Scott Mesneak	410-996-5205		9/10/2010	
16 TITLE OF PREPARER				
IT & Records Retention Director				
DGS 550-6				

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electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04	7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		Page 16 of 16		
1 DEPARTMENT/AGENCY	2: DIVISION		3 UNIT		
Cecil County Government	Water and W	astewater			
DEFINITION - Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE 5 EARLIEST YEAR/LATEST YEAR					
Water Quality Testing Reports (Plant Records)			2007 _{TO} 2009		
6 INPUT - Identify source of information to	be entered	ise/s of information generated by system			
Paper		Electronic Document	- IBM Content Manager		
8 ELECTRONIC RECORD SERIES DESCR	8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.				
Any plant document incoming/outgoing that implements, interprets, modifies, or redefines programs, services or projects that are maintained by the Water and Wastewater plant operators regarding County, State, and Federal Regulations.					
9 POLICY ON ACCESS AND USE - Expla		- .			
Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.					
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Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.					
12 RECOMMENDED RETENTION					
Scan original and verify image. Destroy hard copy and retain imaged copy for ten (10) years, then destroy.					
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Scott Mesneak	410-996-5205		9/10/2010		
16 TITLE OF PREPARER					
IT & Records Retention Director					
DGS 550-6					

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